

From: Jeffrey Lamb
Sent: Tuesday, September 06, 2016 7:12 PM
To: Merritt-FAS
Subject: Outcomes Assessment for Fall 2016

Dear Merritt Faculty, Staff, and Administrators:

Welcome to Fall 2017. I want to draw your attention to the important Outcomes Assessment work that we need to focus on for this term

By the Numbers

First of all, we have much to celebrate. Due to your hard work and collaborative efforts, the College has made significant improvements over last year.

	2014-2015	2015-2016
Course Level Assessment	48%	72%
Program Level Assessment	9%	59%
Institution Level Assessment	0%	33%
Service Area/ Administrative Assessment	73%	100%

Of course, our goal is 100% assessment in all areas in addition to meaningful conversation about teaching and learning. Your work this semester is key to meeting that goal.

Step-by-Step

As we continue to integrate and demystify our processes, SLOAC faculty and the administrative team have developed a detailed Assessment Calendar that outlines the deadlines, planning processes, and events that are consistent each semester. The calendar may be downloaded [here](#). One of the first activities on the calendar is to plan our assessments for the term.

For Chairs:

Use the Fall 2016 Schedule Planning Templates, provided at Flex Day and updated on the SLOAC website, to help plan your department's assessments for this term. The templates show you what courses are being offered this term, the instructor(s) teaching the courses, and current assessment completion status for that course.

Steps for completion

- Go to the [SLOAC website](#) to download an updated template
- Work with your faculty to review the template and assessment plans for the term (Note: make sure to also download the COPED template if you are offering COPED courses!)
- If more than one instructor is teaching a course this term, circle the instructor who will be responsible for documenting the assessment (in Taskstream OR the Word document)
- Check off which SLO(s) the instructor(s) will be assessing this term
- Cross off any courses that have been cancelled since the reports were generated
- Bring the completed reports to the second CDCPD meeting

All Faculty:

- Please work with your chairs to complete the Fall 2016 Schedule Planning Template
- Begin planning your course assessments and tools/assessment methods
- Document your Assessment Plan in Taskstream or the Word document and provide a copy to your department chair
 - Chairs are expected to collect all Assessment Plans by October 7, 2016

Important Resources for Important Work

In addition to the calendar, you may want to access other key documents/resources from the [SLOAC website](#). These resources include the TaskStream "Word" Form, Assessment Coordinator contact information, and Sample Assessment, to name a few.

Know that your work on outcomes assessment, in addition to providing an opportunity to reflect on the teaching/learning process, is a driving force in our Integrated Planning and Budget efforts. Resource requests

and resource allocation will be driven by outcomes work!

A Big Thank You

As I transition into my new role as Vice President (now 4 months in the job!) I want to thank the members of the SLOAC committee (Jennifer Shanoski, Heather Casale, Susan Andrien, Laura Forlan, Ann Elliot, Maril Bull and Tina Vasconcellos) for their hard work and dedication. I'd also like to give special thanks to Clifton Coleman who spent most of the summer with me and helped me learn the Merritt College way of assessment!

I am confident that we will complete the work ahead of us and make meaningful improvements and continue to serve our students and our community.

Jeff
Jeffrey Lamb, Ph.D.
Vice President of Instruction
Merritt College
510-436-2411

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Clifton Coleman

From: Jeffrey Lamb
Sent: Thursday, October 06, 2016 8:25 AM
To: Merritt-FAS
Cc: Heather Casale; Clifton Coleman
Subject: Outcomes Update and Reminder

Colleagues,

The semester is certainly cruising by! I hope that your classes are progressing well. This email is designed as a **reminder** of the important outcomes assessment work to be done during this semester. In addition to the opportunity to gather information on student learning that will lead to key conversations within disciplines and departments about teaching and learning, we have an “accountability” goal of 100% assessment at the Course and Program Level. By now you should have already worked with your Department Chair, Program Director, or Division Dean to identify which courses and which outcomes you’ll be assessing this semester.

- **At the Course Level:** Department chairs are now beginning the process of contacting you to discuss and collect your assessment plan, an outline of how you will assess the identified SLO(s). These can be entered in Taskstream or written on the [Assessment Form](#) (Word file). Please follow the deadlines and collection instructions given by your chair. The deadline will be no later than October 19. To download the Assessment Form or review Taskstream instructions, see the newly updated [SLOAC webpage](#) (Thanks, Clifton!).
- **At the Program Level:** In addition, chairs have been asked to present their degree and/or certificate PLO assessment plans at the next CDCPD meeting on November 2.

I look forward to seeing the collaborative efforts put forth to identify meaningful assessment plans and methods. Remember, your [SLOAC Coordinators](#), in addition to Deans, Chairs, and Directors, are great resources to help you engage in meaningful assessment work.

Division 1: Ann Elliot and Susan Adrein
Division 2: Heather Casale
Student Services: Marty Zielke
ILO: Laura Forlin
Technical questions: Clifton Coleman

Thanks in advance for your dedication and hard work on assessment this semester.

Jeff

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Clifton Coleman

From: Jeffrey Lamb
Sent: Friday, October 14, 2016 10:45 AM
To: Merritt-FAS
Cc: Heather Casale; Clifton Coleman
Subject: Outcomes Pre-Planning Templates Update and Next Steps

Colleagues,

As I'm sure you know, we are working toward 100% completion of outcomes assessment AND meaningful conversations about teaching and learning to improve the students' experience at Merritt College. to that end, I have an update and a few reminders.

The Update:

Kudos to the academic departments that have turned in the Assessment Planning Templates on time. You are now well prepared to engage in mindful out assessment of student learning.

The following departments have not turned in the Fall 2016 Assessment Planning Templates:

Division I:

- EMT (assessed all outcomes in 14-15 but they will expire next year)
- Legal Administration – missing PARLG only
- Social Sciences – all disciplines

Division II

- Biology/Chemistry – missing BIOSC only
- Technology and Business – all disciplines
- Math/Physical Sciences – all disciplines
- Medical Assisting
- Radiologic Science
- Nursing

Please work with your Department Chair/Program Director, Division Dean, and/or [SLOAC Coordinator](#) to complete this work as soon as possible. The goal was to ensure that you have a plan for who will do what work on which courses this semester. We need you to finish this work!

The Reminders:

- **At the Course Level:** Department chairs are now beginning the process of contacting you to discuss and collect your assessment plan, an outline of how you will assess the identified SLO(s). These can be entered in Taskstream or written on the [Assessment Form](#) (Word file). Please follow the deadlines and collection instructions given by your chair. **The deadline will be no later than October 19.** To download the Assessment Form or review Taskstream instructions, see the newly updated [SLOAC webpage](#) (Thanks, Clifton!).
- **At the Program Level:** In addition, chairs have been asked to present their degree and/or certificate PLO assessment plans at the next CDCPD meeting on **November 2.**

Sincerely,

Jeff

Jeffrey Lamb Ph.D.

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